



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)  
Unit 21419  
APO AE 09708

REPLY TO  
ATTENTION OF

AERSH-LT

80th ASG (NSSG) Policy #068-01

NOV 24 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Government Vehicles by Task Force Personnel

1. Reference: AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 28 January 2000.
2. Purpose: To outline 80th ASG policy for the safe and legal operation of Government Owned Vehicles (GOV).
3. Safety:
  - a. The senior occupant is responsible for ensuring the safe operation and authorized use of the government vehicle. Junior occupants will abide by the senior occupant's directives.
  - b. Seat belts will be worn at all times.
  - c. No smoking is allowed in government vehicles. Open containers of alcohol are prohibited in GOVs, as is consumption of alcohol. Driving a GOV under the influence of any intoxicant is a violation of the UCMJ, Article 112.
  - d. For vehicles with a transporting capacity of more than nine passengers and/or a carrying capacity of at least 2.5 tons, a ground guide is required.
4. Driving limitations:
  - a. Use of GOVs will only be in support of U.S. official business. Personal use of a GOV is not authorized, and will be subject to disciplinary action.
  - b. When a question exists as to whether GOV use is official or personal, the company commander may submit a written request to the Director of Logistics for clarification.
  - c. From Monday to Friday after 1800 hours, and on Saturday and Sunday around the clock, GOVs may be used to obtain meals.

(1) SHAPE/Chievres area: Such use is restricted to restaurants in those towns along the section of Route d'Ath (N56) bounded by the towns of Ath to the North and Nimy to the South. Such use also includes SHAPE and the towns of Maisieres and Casteau. Specifically excluded from such use are the cities of Mons and Brussels.

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(2) NSA area: Such use is restricted to restaurants in the immediate surroundings of NSA Headquarters, NATO, and a bi-weekly trip to the commissary on Chievres Air Base.

(3) 254th BSB area: Such use is restricted to restaurants within a 30 km radius from Schinnen. Such use also includes the NATO Air Base of Geilenkirchen Germany.

5. Preventive Maintenance Checks and Services (PMCS).

a. A complete pre-inspection PMCS is required prior to operating a GOV. The purpose is to find malfunctions, mechanical deficiencies, and damages. Report all problems to the TMP vehicle inspector or dispatcher.

b. After the performance of the mission, the operator will complete a final check.

6. Dispatching:

a. All vehicle dispatching will occur on a bi-weekly basis in the following locations:

(1) SHAPE/Chievres area: At Chievres Air Base, Dispatch Office, Hangar # 6.

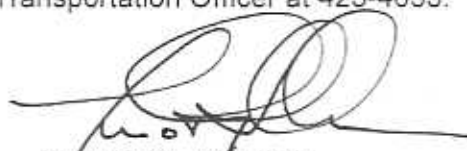
(2) NSA area: At NATO Support Activity HQ's, Dispatch Office, Building # 3.

(3) 254th BSB area: At 254th BSB Schinnen, Dispatch Office, Building # 27.

b. Each vehicle operator must sign the Motor Equipment Utilization Record and annotate mileage and time period used.

c. Drivers may be held liable for damages if they are determined to be negligent or found at fault following an accident or incident.

7. Point of contact for this memorandum is the Transportation Officer at 423-4053.



TIMOTHY J. QUINN  
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